



## CLINTON COMMUNITY SCHOOLS JOB DESCRIPTION

**Job Title:** Elementary School Teacher

**Qualifications:** Elementary Teaching Certification (K-8 Reading endorsement Preferred)

**Reports To:** Elementary School Principal

### Position Summary

To provide the collaborative learning environment necessary to assure students master necessary 21<sup>st</sup> Century Skills in order to be productive and responsible citizens.

### Essential Duties & Functions (but not limited to)

- Performs duties in accordance with the current written agreement established between the Board of Education and the bargaining unit.
- Participates fully in the Professional Learning Community (PLC) process.
- Fidelity and active participation within the PLC team in response to the unpacking of standards, team-developed common formative assessments, team analysis of data, and collectively providing interventions and extension.
- Demonstrate the ability to collaborate effectively to ensure we achieve our mission.
- Participates in Peer Review to improve instruction.
- Implements all phases of Gradual Release of Responsibility instructional framework.
- Meets and instructs classes in the locations and at the times designated by the class/master schedule of the building.
- Develops both short and long-term lesson plans for each course taught and demonstrates evidence of adequate planning and reflection.
- Bases instruction on specific learning targets derived from the Iowa Core.
- Develops material for varied learning styles, including large group, small group, and remedial instruction to meet the needs of each individual student.
- Teaches the assigned instructional program using the adopted resources, plan for and evaluate the same.
- Develops lesson plans for each class and demonstrates evidence of preparation to include learning targets, procedures, assessments, and periodic self-evaluation.
- Establishes high expectations that enable students to achieve a level of excellence.
- Develops material for large group, small group, and remedial instruction to meet the needs of the individual pupil.
- Establishes and maintains standards of student behavior necessary to provide a productive learning atmosphere in the classroom.
- Takes appropriate disciplinary action for students exhibiting misconduct, and refers cases to the building administration or other appropriate staff when such is necessary for effective corrective measures.
- Provides guidance to each student, thus promoting his/her welfare and educational development. Cooperates with the guidance staff in implementing guidance activities and make use of their services.
- Administers and monitors standardized tests, following acceptable testing protocols.
- Participates on faculty, curriculum and departmental committees and other developmental programs.

- Informs parents of student growth and social development, excessive absence, tardiness, unsatisfactory work and behavior.
- Respects the personality and individuality of students and keeps inviolate their confidences.
- Monitors student attendance and works with counselor, principal and school-wide intervention team to assure excellent attendance of all students.
- Requisitions the necessary instructional material at the proper time.
- Maintains professional competence through in-service educational activities provided by the district and in self-selected professional growth activities.
- Identifies student needs and cooperates with other professional staff members in helping students solve academic, social, physical and emotional needs.
- Creates and maintains an environment for effective learning.

#### **Additional Responsibilities**

- Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
- Participate in appropriate professional activities.
- Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations as directed.
- Supervise students before and after school.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Meet professional teacher education requirements of school, district and state.
- Must have the ability and proven ability to report to work on a regular and punctual basis.
- Perform such other duties as are assigned by authorized representatives of the Board of Education.

#### **Minimum Qualifications**

**Education:** Elementary Teaching Certification (K-8 Reading endorsement Preferred)

**Working Conditions:** Primarily climate controlled classrooms. Warmer/colder temperatures in other areas.

**Mental Demands/Physical Demands/Environmental Factors:** Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.

#### **Other Information**

- Demonstrates concern for and sensitivity to the needs of all regardless of their age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- Works courteously and cooperatively with other staff members regardless of their age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- Effectively implements the goals and objectives of the district's multi-cultural, non-sexist educational plan in his/her area.
- Performs such other duties as are assigned by authorized representatives of the Board of Education.

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It is the policy of the Clinton Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, and gender identity in its educational programs and its employment practices.

The statements contained herein describe the scope of responsibility and essential duties of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts the Board's right to assign or reassign duties and responsibilities to this job at any time unless restricted by law or a negotiated contract.

February 2023